

**SUMMARY OF THE
FIELD ACTIVITIES COMMITTEE MEETING
DECEMBER 05, 2001**

The Field Activities Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, December 05, 2001 at 9:00 a.m., Eastern Standard Time (EST) as part of the Seventh NELAC Interim Meeting in Arlington, VA. The meeting was led by the Committee chair, Dr. Barton Simmons of the California Environmental Protection Agency (EPA), DTSC, Hazardous Materials Laboratory. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss the listed agenda items.*

INTRODUCTION

Dr. Barton Simmons introduced himself as chair and welcomed everyone to the meeting. The members of the Committee introduced themselves. Mr. Simmons then gave some history on the background of the Committee. Since the inception of NELAC, there has been concern about sampling and field measurements. These issues were given to an ad hoc committee by the first chair of NELAC. When the Constitution and Bylaws were changed to indicate that this Committee was now a standing committee, it was also stated that the mission of NELAC includes development of standards for sampling and field measurements. Standards development for stack testing has been placed under a two year moratorium. Dr. Simmons then briefly reviewed the agenda items prepared for discussion.

FIELD ACTIVITIES DEFINITIONS

Dr. Simmons opened discussion regarding Field Activities and laboratory definitions, and issues relating to Accreditation Process: what needs to be accredited. One of the issues previously discussed is that when someone steps out of a laboratory with a field measurement device, does that person need to be accredited? Dr. Simmons reported that the consensus has been, that a person does not need to be accredited, as long as he/she operates under a quality system. He felt that this issue can be put to rest. Peter Law updated the audience on the current proposed field measurement definition, which is “an environmental compliant testing done at a temporary field location or site under the scope of accreditation of a fixed base, mobile laboratory, or field measurements organization.” An example of a field measurements organization was requested. Mr. Law responded that it could be a division of an engineering firm, a consulting firm, or a stand alone firm that provides sampling only. Discussion ensued regarding dropping the word “compliant” and making the definition more generic. The Committee will revise this statement to be more generic.

Mr. Law presented the proposed language for the definition of a fixed base laboratory as a laboratory which operates in a permanent location or home based facility. The addition of the home based facility to this definition addresses consultants and those whose primary business is field measurements away from their main facility. Discussion ensued regarding fixed base and home

based laboratories, and fixed base and mobile laboratories. It was suggested to revise the definition to read as laboratories which have a home based facility or laboratory which is located at a permanent location.

Mr. Law defined mobile laboratory as a laboratory operating under the authority and quality system of a home based facility, which operates from a non-permanent location. Gleason Wheatley, chair of the Accrediting Process Committee, suggested the definition needs to be more descriptive. He suggested the definition proposed by the Accrediting Process Committee: A mobile laboratory must be a portable, enclosed structure with electrical power in an environmentally controlled system, in which testing is performed by analysts. John Dege mentioned that the Clean Air Act defines a fixed lab as a stationary source which means any building, structure, facility, or installation at a single geographic site. Another definition offered by an attendee was that laboratory testing was testing or analysis conducted by a laboratory in an enclosed, climate-controlled environment and conducted by an analyst, or testing that could be reasonably conducted in such a manner. Field testing would be testing or analysis that of necessity is conducted under conditions that do not meet the definitions of laboratory testing.

After further discussion, it was suggested by the chair of the Accrediting Authority Committee, Louis Johnson, that this Committee should limit its focus on field issues, defining field measurements, and how Standards are handled for field measurements. The mobile lab issues should be addressed by the Accrediting Process Committee. Dr. Simmons proposed that this Committee redraft the definitions and reach consensus with the Accreditation Process Committee, which will be presented to the Program Policy and Structure Committee before being voted on at the Annual Meeting.

GENERAL SAMPLING STANDARD

Dr. Simmons reviewed the proposed changes to the changes to Chapter 7 of NELAC Standards, which was part of the handout. (See attached for complete details.)

1. The introduction will need no further revisions.
2. It was suggested, and agreed, to strike “compliance” from 7.1.1.a.
3. 7.1.3.b. doesn’t specify credentials required. This language comes from ISO. The laboratory needs a technical director, who is the responsible party of record, who needs to be credentialed.
4. 7.1.7.a. needs descriptive sampling plan language inserted. This will be reviewed by the Committee. The second sentence of this section needs an editorial revision.
5. Additional information will be added as an appendix, where necessary.
6. 7.1.8.a. needs to have “certificate identification number” inserted.
7. For 7.1.8.d., add a template as an appendix, showing chain of custody. Mr. Law will submit a sample to the Committee.
8. Look at overlap between this section and all other chapters.
9. Develop a protocol that works for all levels. Add generic language to the Standards for data usage.
10. The Committee welcomes any further suggestions regarding revisions to this section. Send

all suggestions to Dr. Simmons.

FIELD MEASUREMENT STANDARDS PRIORITIES

Dr. Simmons asked what the audience felt should be the priorities for field measurements. Water parameters for ground water monitoring seem to be number one. Ground water requirements and the use of Field of Accreditation Tables will be discussed at a future teleconference. It was suggested to develop a training program that relates to particular requirements and code.

OUTREACH TO NON-LAB ORGANIZATIONS

Dr. Simmons stated that a primary concern with the General Sampling Standard was how it would be implemented and whether appropriate non-laboratory organizations had input into its development. To that effect, the Committee is trying to get input from non-lab organizations. Jeff Flowers is working to provide information from Florida Petroleum Marketing Association, and Kirankumar Topudurti, who is with Tetra Tech, will offer a perspective from a consulting firm. It was mentioned that Florida is holding sampling training courses over the next 15 months.

ACTION ITEMS AND CLOSING

After reviewing the action items, and there being no further business, Dr. Simmons adjourned the meeting.

ACTION ITEMS
FIELD ACTIVITIES COMMITTEE MEETING
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Item No.	Action	Date to be Completed
1.	Dr. Simmons proposed that this Committee redraft the Field Activities definitions.	02/07/02
2.	Look at overlap between Section 7.1 and Chapter 5 and discuss same with Chapter 5 Committee.	02/07/02
3.	Peter Law to put together a template for sampling documentation, including chain of custody.	02/07/02
4.	Look at basic requirements for education, training, and experience of samplers.	02/07/02
5.	Review other chapters for consistency and overlap.	02/07/02
6.	For the first priority for Field Measurements, the measure of DO temperature conductivity, ph, and chlorine residual in water.	02/07/02
7.	Look at EPA program requirements for consistency with what they have in training that already may be in codes or regulations.	02/07/02
8.	Follow up with the Federal Register Notice.	02/07/02
9.	Follow up with Tetra Tech and Florida Petroleum Marketing Association.	02/07/02
10.	Reach an agreement with the Accreditation Process Committee on definitions.	02/13/02

**LIST OF PARTICIPANTS
FIELD ACTIVITIES COMMITTEE MEETING
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